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Staff Council Meeting Documents

University of Central Florida Staff Council

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2-16-2017

## Minutes 2017-02-16

Staff Council

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**Staff Council Meeting Minutes**  
**Thursday January 19, 2017**  
**Purchasing Conference Room**

Present: Michelle Brooks (HR), Barbara Brown, Bonnie Belot, Debbie Pope, Jenna Capp, Joanne McCully, Julie Voyles, Cissy Glowth, Elizabeth Livingston, Jamie LaMoreaux, Rhodney Browdy, Chris Tangel, Juanita Williams, Trisha Trovillion, Kristell Padel, Bettina Baca, Maribel Amaro-Garcia, Kay West, Royalty-Rose, John Guildford, Emilia Paris, Marguerite Lachaud, and Betty Calton

**Absent:** *Britnee Youman, April Murdoch, Jeff Golub*

**Note:** Staff Council meets every third Thursday of the month. Committees meet separately and may pick their own meeting schedule day and times amongst their committee. Anyone is welcome to attend Staff Council meetings, however, only Staff Council members have voting rights. In the event that you are not able to attend a meeting, notify the Secretary immediately. The charter states if you miss four meetings (excused or unexcused) you will be subject to dismissal, at the discretion of the President and Secretary.

Meeting called to order at 0930hrs by President Debbie Pope.

**1. Welcome/Updates**

- Debbie welcomed all members and guests.

**2. Approval of Minutes**

- Trisha Trovillion moved to accept the minutes for November and Cissy Glowth seconded the motion. Minutes were approved for November meeting.

**3. Roll Call Attendance:** Sign in sheet in lieu of roll call.

**4. Human Resource Updates – Michelle Brooks -Assistant Director, Employee Relations, Human Resources (HR)**

- The pay increase (1.5% across the board) negotiated by AFSCME will be included on February 3<sup>rd</sup> paycheck. A one-time bonus of \$275.00 may also be included. Any discretionary merit increases will be determined by the individual departments.
- Questions were asked about the different benefits AFSCME offers such as scholarships and tuition reimbursement. Michelle Brooks suggested looking on the AFSCME website for this information. She explained that the entire AFSCME collective bargaining agreement is on the HR website in response to where to find the agreement. Michelle also shared the importance of employees familiarizing themselves with such as it outlines agreements the university/AFSCME negotiated on behalf of in-unit members. Debbie Pope also mentioned that Mike Smith is the contact person for AFSCME and a very reliable source for any questions. Christine Tangel said she could also assist.
- The question was asked: “How could one tell if they are “in unit” or out-of-unit”? This information is listed within the AFSCME collective bargaining agreement on the HR website and listed under classification/job titles. . Michelle also shared the easiest way to retrieve information on the HR website is to go to the A to Z index.
- FLSA is going forward.
- The Comp and Labor Project is in progress and the Time and Labor Project hopefully will follow. This is the next step to paperless timecards.

- HR Training Department is renamed Organizational Effectiveness in Training.

## **5. Committee Updates**

- ❖ Marketing
  - The Holiday event was posted on Face Book.
- ❖ Special Events/Fundraising Committee
  - Next event will be the Staff Assembly on April 14<sup>th</sup>. Mr. Merck from Administration and Finance and Dr. German from the College of Medicine will be our speakers.
  - April Murdock will be stepping down as chair, Betty Calton will be assuming this spot if members participate and help with the charter.
- ❖ Scholarship/Charter Committee
  - The on-line application successfully attracted many applicants.
  - Terms for Staff Council officers will expire this year.
- ❖ Goodwill
  - The personal item gift bags were received by the Homeless Coalition, St. Stephen's Parish and Sunshine Thrift. To collect a bag for your car, contact Bettina Baca. So far the staff council has helped 36 community members. We will continue to collect personal items as this will be an ongoing project.
- ❖ Research Committee
  - No report.

## **New Business**

- An election committee needs to be established.
- Debbie reminded everyone that officer terms are up this year and to be thinking about people to nominate for the following positions:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Parliamentarian

## **6. Adjournment**

Meeting was adjourned at 10:45am

***Next meeting February 16, 2017 Global - Room 101A***

***Don't forget to bring food items for Knights Pantry, personal hygiene items, and miscellaneous all occasion cards for the Goodwill Committee***